



HUMAN RESOURCES
& DEVELOPMENT
TULARE COUNTY

Detention Services Officer-Probation

Class Code:
074700

Bargaining Unit: Probation

COUNTY OF TULARE
Revision Date: Nov 1, 1998

SALARY RANGE

\$13.60 - \$16.58 Hourly
\$1,088.12 - \$1,326.12 Biweekly
\$2,357.58 - \$2,873.25 Monthly
\$28,291.00 - \$34,479.00 Annually

DEFINITION:

To perform non-sworn, technical duties within Probation juvenile detention facilities.

DISTINGUISHING CHARACTERISTICS

This is a non-sworn Probation Department position which may be assigned to any detention division or unit specifically to operate central control mechanisms for those units or wings. Incumbents in positions of this class are expected to acquire the necessary knowledges, skills and abilities to perform assigned duties in a short training period.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by Institutional Supervisors or other higher level position.

TYPICAL DUTIES:

DUTIES may include, but are not necessarily limited to: Act as technical support person within the Probation Facilities; learn to apply the principles of juvenile facility operations, especially as it applies to control room operations; learn and apply a variety of policies and procedures of the Tulare County Probation Department and other applicable laws and regulations; operate control panel to maintain security of unit; confer with a division or unit Supervisor on problem situations; maintain communication between central control and other units of the facilities; maintain contact with Group Supervisors and other staff working in the wings or units; write incident reports and note information on logs; respond to emergency situations in accordance with specified procedures and regulations; attend training programs and activities.

Perform related duties as assigned. (Essential duties may vary from position to position within this classification. Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

EMPLOYMENT STANDARDS:

NECESSARY EMPLOYMENT STANDARDS

Knowledge of: Math sufficient to add, subtract, multiply and divide whole numbers and fractions.

Skill/Ability to: Read and understand moderately complex information; operate and use control panel in detention central control operations; write clearly to convey ideas in incident reports; communicate and deal effectively with persons in varied circumstances; follow oral and written instructions; recognize and react to potential problem situations; memorize and recall information; operate telephone and other communication devices.

EDUCATION AND EXPERIENCE

Any combination of education and experience that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education: Equivalent to completion of the twelfth grade.

Experience: None required.

SUPPLEMENTAL INFORMATION:

Conditions of Employment

Candidates selected will be required to pass a pre-employment drug and alcohol screening. For some classifications, a physical exam will be conducted to ensure the applicant's fitness for duty. This process may include a physical ability and/or ergonomic assessment. Additionally, a background investigation may also be conducted.